

ANNOUNCEMENT OF EMPLOYMENT OPPORTUNITY

De Anza College

Director, Child Development Center

Job #07-129

Open Until Filled

The Foothill-De Anza Community College District is currently accepting applications for the management position of **Director, Child Development Center, De Anza College**.

DUTIES AND RESPONSIBILITIES OF THE POSITION INCLUDE:

Provide leadership, organization, and coordination for the on-campus childcare services center. Oversee the development and implementation of developmentally appropriate educational objectives and instructional programs, procedures, and services to all children enrolled at the center. Establish relationships with childcare licensing and accrediting agencies. Ensure all program offerings are in compliance with local, state, and federal regulations. Plan, evaluate, and supervise enrollment activities, teaching, and parent programs in collaboration with faculty and staff. Develop proposals and plans for the Child Development Center's instructional facilities and budgetary needs. Lead, develop, and coordinate public relations, public information, and marketing activities for the center. Represent and advocate for the Child Development Center at the college and district levels. Participate in local, regional, and national activities, initiatives, and committees. Develop and administer the annual budget. Structure and maintain a safe and healthy teaching and working environment. Coordinate fundraising efforts for the Child Development Center. Prepare grant applications ensuring compliance with funding sources. Maintain accurate records and documentation of all Child Development Center activities. Hire, supervise, direct, and evaluate the teaching and classified staff. Assure compliance with the District's Injury and Illness Prevention Program by providing motivation, incentives, and discipline to assigned staff. Maintain a safe work environment, enforce safe work practices, report and investigate accidents, maintain necessary documentation, and require employees to receive mandated training. Perform other duties as assigned.

MINIMUM QUALIFICATIONS:

1. Understanding of, sensitivity to, and respect for the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disability, and sexual orientation of community college students, faculty and staff.
2. Master's Degree in Child Development, Early Childhood Education, or a related field or an equivalent combination of education and experience from which similar skills, knowledge and abilities could be acquired.

3. Children's Center Supervisory Permit or equivalent.
4. Three years of management/supervisory experience in a childcare environment, including program development and supervision.

PREFERRED QUALIFICATIONS:

1. Knowledge of theories, practices, and current developments in the field of child development.
2. Working knowledge of all applicable laws, regulations, guidelines, and contracts, such as Education Code; Title XXII Licensing Regulations for Childcare Facilities and Title V Regulations for Child Development Services.
3. Knowledge of State Chancellor's Guidelines for Child Development Instruction and Service.
4. Knowledge of accreditation requirements established by the National Association for the Education of Young Children; California laws regarding Mandated Reporting; and Americans with Disabilities Act.

In addition, successful candidates will demonstrate the following:

1. Knowledge of the childcare needs of a diverse community.
2. Knowledge of personnel management.
3. Knowledge of practical and ethical business practices.
4. Knowledge of computers, commonly used software and communication mediums.
5. Ability to respond to the changing needs of the Child Development Center and the community.
6. Ability to work collaboratively in a team environment.
7. Ability to communicate effectively both orally and in writing, including writing complex proposals, presentations and reports.
8. Ability to establish and maintain successful working relationships.
9. Possess strong supervisory skills.
10. Experience with public speaking and problem solving.
11. Ability to read, interpret, apply, and explain rules, regulations, policies, and procedures.
12. Ability to use interpersonal techniques with tact, patience and courtesy.
13. Knowledge of practicum programs and ability to collaborate with instructional programs.

-OVER-

APPLICATION PACKET:

1. A District application to be completed at www.fhdajobs.net (a paper application is available by visiting www.fhda.edu or by contacting Employment Services).
2. A cover letter detailing your qualifications, skills and abilities as they relate to the position.
3. A current resume of all work experience, formal education and training.
4. A separate document that provides information which demonstrates your understanding of, sensitivity to, and respect for the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disability, and sexual orientation of community college students, faculty and staff.
4. Photocopies of all college transcripts.

Hiring Range: \$80,551-\$84,567

Annual salary plus benefits; actual placement is non-negotiable and is based on applicant's verified education and experience.

Excellent benefits package which includes full cost medical coverage for employee and eligible dependents, dental, vision care, employee assistance program, long term disability, retirement benefits and basic life insurance.

For information on our benefits package that includes fully paid medical for employees and dependents, visit our web site:
<http://hr.fhda.edu/benefits>

TERMS OF EMPLOYMENT: Full-time, Permanent,
12 months per year.

STARTING DATE: As soon as possible upon completion of the search process.

Persons with disabilities who require reasonable accommodation to complete the employment process must notify Employment Services no later than the closing date of the announcement.

The successful applicant will be required to provide proof of authorization to work in the U.S.

The Foothill-De Anza Community College District does not reimburse applicants for travel, lodging or any other costs incurred by applicant to attend interviews.

All interviewing costs incurred will be the responsibility of the applicant.

For more information about our application process contact:

Employment Services
Foothill-De Anza Community College District
12345 El Monte Road
Los Altos Hills, California 94022
(650) 949-6217
Email: employment@fhda.edu
<http://www.fhda.edu>